



*Training Course:  
The Complete Course on Budgeting*

*4 - 8 May 2026  
Cape Town (South Africa)  
DoubleTree by Hilton Cape Town - Upper Eastside*

## Training Course: The Complete Course on Budgeting

Training Course code: FI235535 From: 4 - 8 May 2026 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 6350 € Euro

### Introduction

Budgeting is a fundamental skill for managing finances, both in personal and professional environments. This course will equip participants with comprehensive knowledge and practical skills for effective budgeting, financial planning, and control. The program covers everything from basic budgeting concepts to advanced techniques for forecasting, variance analysis, and strategic financial planning.

### Target Audience

- Finance professionals
- Business managers and decision-makers
- Entrepreneurs and business owners
- Anyone involved in budgeting, financial planning, and cost management

### Objectives

- Understand the principles and processes of budgeting.
- Develop and manage budgets effectively for various types of organizations.
- Analyze variances between actual and budgeted performance.
- Apply forecasting techniques and financial planning tools.
- Make informed decisions based on financial data.
- Implement effective budgeting strategies for both short-term and long-term financial goals.

### Outline

#### Day 1: Introduction to Budgeting

- Session 1: The Importance of Budgeting
  - Definition and Purpose
  - Types of Budgets Operating, Capital, Cash, and Master Budgets

- Role of Budgeting in Financial Management
- Session 2: Budgeting Process
  - Steps in Creating a Budget
  - Establishing Budget Objectives
  - Aligning Budgets with Organizational Strategy
- Session 3: Financial Statements Review
  - Understanding Key Financial Statements Income Statement, Balance Sheet, Cash Flow Statement
  - Budgeting Based on Financial Data
- Workshop: Creating a Basic Operating Budget

## Day 2: Budget Preparation and Forecasting

- Session 1: Budget Preparation Techniques
  - Zero-Based Budgeting
  - Activity-Based Budgeting
  - Incremental Budgeting
- Session 2: Forecasting in Budgeting
  - Definition and Importance of Forecasting
  - Techniques for Accurate Forecasting Historical Data, Trend Analysis
  - Creating Sales and Revenue Forecasts
- Session 3: Budgeting for Capital Expenditure
  - Identifying and Categorizing Capital Investments
  - Capital Budgeting Techniques Payback Period, Net Present Value, Internal Rate of Return
- Case Study: Developing a Capital Expenditure Budget

## Day 3: Budget Control and Monitoring

- Session 1: Implementing Budgetary Control
  - Monitoring and Managing Budget Performance

- Tools and Techniques for Budget Control Variance Analysis, Cost-Volume-Profit Analysis
- Session 2: Variance Analysis
  - Understanding Variances Favorable and Unfavorable
  - Analyzing Variances in Revenues, Costs, and Profits
  - Corrective Measures for Budget Deviations
- Session 3: Flexible Budgets
  - Benefits of Flexible Budgets
  - Creating and Managing a Flexible Budget
- Exercise: Performing Variance Analysis

#### Day 4: Advanced Budgeting Techniques

- Session 1: Rolling Budgets
  - Benefits of Rolling Budgets
  - Developing Rolling Forecasts
  - Adjusting for Changing Business Conditions
- Session 2: Budgeting for Uncertainty
  - Risk Management in Budgeting
  - Scenario Planning and Sensitivity Analysis
  - Managing Financial Risks
- Session 3: Long-Term Financial Planning
  - Linking Budgets to Strategic Plans
  - Forecasting Long-Term Revenues and Costs
  - Budgeting for Growth and Expansion
- Workshop: Developing a Rolling Budget

#### Day 5: Strategic Budgeting and Decision Making

- Session 1: Strategic Budgeting

- Aligning Budgets with Corporate Strategy
- Using Budgets for Competitive Advantage
- Session 2: Budgeting and Decision-Making
  - Using Financial Data for Strategic Decisions
  - Case Studies in Financial Decision-Making
- Session 3: Budget Reporting and Communication
  - Creating Effective Budget Reports
  - Presenting Budget Data to Stakeholders
  - Communicating Financial Performance

## Registration form on the Training Course: The Complete Course on Budgeting

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
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